

MEMORANDUM

TO: All State Agencies
FROM: Governor Sam Brownback 
DATE: May 22, 2017
SUBJECT: Designated Holidays for 2018

The following are holidays for the state service in calendar year 2018.

New Year's Day	Monday, January 1, 2018
Martin Luther King, Jr. Day	Monday, January 15, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Veterans Day	Monday, November 12, 2018
Thanksgiving Day	Thursday, November 22, 2018
	Friday, November 23, 2018
Christmas Eve	Monday, December 24, 2018
Christmas Day	Tuesday, December 25, 2018

Employees who are entitled to holidays should receive credit for these holidays in accordance with Kansas Administrative Regulation 1-9-2 and Office of Personnel Services Bulletin 05-03.

In addition to the holidays discussed above, I am authorizing a discretionary day for state employees, which is for observance of a holiday or other special day during pay periods attributable to calendar year 2018 (Sunday, December 31, 2017 through Saturday, December 29, 2018; however, for most employees, the last day to use the 2018 Discretionary Day is Friday, December 28, 2018). This holiday should be approved in accordance with the general policy for the discretionary holiday outlined by the Secretary of Administration's Memorandum dated May 19, 2017.

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MEMORANDUM

TO: All State Agencies

FROM: Sarah L. Shipman
Secretary of Administration 

DATE: May 19, 2017

SUBJECT: Discretionary Holiday – General Policy

Traditionally, the Governor's memorandum announcing holidays for the state service has authorized a discretionary holiday. For your convenience in addressing discretionary holiday issues, the following items are provided as general policies and clarification regarding the discretionary holiday:

1. The discretionary holiday is designed to give eligible state employees an additional day off available to use for observation of a religious holiday, family event or other special occasion. This holiday is subject to an employee's advance request and subsequent supervisory approval.
2. For the purpose of the discretionary holiday, an eligible employee is defined as an employee: 1) who is eligible for either the group health insurance program or KPERS, and 2) who has worked for the state in an eligible position for six continuous months.
3. All eligible employees shall receive hours equal to the number of hours regularly scheduled to work for a discretionary holiday.
4. All hours for a discretionary holiday shall be taken on the same day and in no case will an employee earn more than one discretionary holiday in a designated year of SHARP pay periods.
5. The discretionary holiday must be taken prior to certain SHARP pay period dates that occur during the last part of December or the first part of January. The specific dates will be provided each year.

6. An employee shall not be paid for the discretionary holiday in lieu of taking the time off.
7. The appointing authority shall take such steps as may be necessary to ensure that all eligible personnel receive the holiday during the calendar year.

Further questions or recommendations from agency Human Resource office personnel should be directed to Brent Smith, Department of Administration, Office of Personnel Services, (785) 296-1432 or email brent.smith@ks.gov.